

MADERA COUNTY

VOCATIONAL ASSISTANT - DRIVER

DEFINITION

Performs a variety of sub-professional work in support of public assistance and social service programs and related administrative functions; transports clients to and from appointments; and performs related work as assigned.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provides assistance to facilitate communication between applicants, clients, and agency staff; assists in establishing and maintaining working relationships between agency and clients and community served; assists in the referral of clients to appropriate community resources; transports or accompanies clients to appointments for service or interviews; provides basic housekeeping, household management services, personal care, or childcare services; performs routine clerical duties; assists in the gathering, compilation, and evaluation of data; screens and interviews clients to obtain medical, family, financial, or other information; performs miscellaneous duties in eligibility, social services, employment services, homemaker services, staff services, or related staff functions; performs related duties as assigned.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

General needs, problems, attitudes, and behavior of clients served by the agency.
General goals and purpose of public social services programs.
Modern office practices, methods, procedures, and automated systems.

Ability to:

Exercise sound judgment when evaluating situations, initiating action, and developing alternatives within established procedures and regulations.
Follow written and oral instructions.
Maintain confidentiality of case files.
Write clear and accurate reports.
Make simple arithmetic calculations.
Maintain accurate and systematic records.
Communicate effectively with individuals from diverse socio-economic and cultural backgrounds.
Establish and maintain cooperative working relationships with the public and staff.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six (6) months of full-time experience performing the duties of a Vocational Trainee OR six (6) months of paid or unpaid work experience in a human services agency that provided an understanding and acceptance of clients served by the agency.

License or Certificate:

Possession of, or ability to obtain by date of appointment, a valid Class 'B' driver's license from the California Department of Motor Vehicles.

Effective Date: June, 2005